

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – February 13, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman, Jack Allen at 4:00 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Fran Dehmlow, Marge Edwards, Scott Colburn and Deb Johnson-Schuh. Absent excused: Peter Hickethier

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Kay Saarinen-Barr, Erin Schiferl, Diane Osborn, Cindi Flynn, Donna Richards and Ruth Horndasch. Absent excused: Sherri Manning

Veterans Services Staff. Absent excused: Steve Dykes

Also in attendance: Nancy Eggleston, Environmental Health/Communicable Disease Supervisor at Wood County, Michelle Olson, TMG Associate Director of Area ICA Operations and Bill Pegler, Adams-Friendship Times Reporter.

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the February 13, 2017 Health & Human Services & Veterans Service Board Meeting agenda by Grabarski/Harvey-Beversdorf. Motion carried by UVV.
5. **Approval of Minutes – January 9, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the January 9, 2017 Health & Human Services & Veterans Services Meeting Minutes by Johnson-Schuh/Colburn. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – None
8. **Announcements** – None

Veterans Services

- 1. Veterans Services Officer's Report January 2017.** A written report was distributed to the Board. Veterans Services Officer Dykes was not in attendance. Health & Human Services Director Oleson reviewed the Veterans Services Department report for the Board. Oleson stated that if Board members had questions relating to the Veterans Services Officer's report, they are welcome to call or stop by Steve's office. Officer Dykes can also review at the March 13th HHS & Veterans Services meeting if requested.
- 2. Review and approval of January 2017 Veterans Services Vouchers and Financial Report.** Director Oleson asked the Board if they had any questions concerning the financial report. Board members did not have any questions. A motion was made by Colburn/Johnson-Schuh to approve the Veterans Services vouchers and financial report for January 2017. Motion carried by UVV.
- 3. Discuss and/or approve Resolution to Oppose Consolidation or Regionalization of CVSO.** Director Oleson reviewed the resolution to oppose consolidation or regionalization of CVSO's for the Board. The Board did not have any questions concerning the resolution. A motion was made by Colburn/Dehmlow to approve the Resolution to Oppose Consolidation or Regionalization of CVSO. Motion carried by UVV.

Health & Human Services

New Business:

- 1. Review December 2016 Health & Human Services Financial Report.** Director Oleson asked the Board if they had any questions concerning the HHS Financial Report. Supervisor Grabarski asked for an update concerning accounts that were over budget. Fiscal Manager Pierce and Director Oleson explained that a breakdown and explanation of accounts over budget are located in the Fiscal Manager's narrative. Director Oleson reviewed how WIMCR would be reported moving forward.
- 2. Review & Approval December 2016 Health & Human Services Vouchers.** Director Oleson asked the Board if they had any questions concerning the voucher report. Supervisor Allen asked if the number of vouchers will go down after the Family Care transition. Fiscal Manager Pierce said they could increase with Family Care. Supervisor Grabarski asked if there could be a better description of Amazon purchases. Pierce explained that the descriptions are put into Skyward by a county worker. Long Term Support Manager Osborn explained that most Amazon purchases are for items not found locally for clients receiving services. A motion was made to approve the December 2016 Health & Human Services Vouchers by Colburn/Grabarski. Motion carried by UVV.

- 3. Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson added that Public Health will receive a level 3 certification which is exciting news! Oleson asked if this should be presented to the County Board. Supervisor Allen stated yes and that Oleson can contact County Chair John West and ask to have this added to the agenda. Oleson added that the State took great notice that 3 Board members attended the 140 Review.

Division Updates –

ADRC – Board Member Edwards stated that the Governing Board will be at the Community Center on May 11, 2017.

Behavioral Health – Supervisor Colburn asked Behavioral Health Manager Saarinen-Barr if the 5th Therapist had been hired. Saarinen-Barr stated that the 5th Therapist started today.

Fiscal Services – The Board inquired about UGG and time tracking. Fiscal Manager Pierce stated that time tracking as it relates to grants are recorded in the new time tracking system. Most division are using the new time tracking system and it is going very well.

Long Term Care – Supervisor Grabarski commented on the large number of Adult Protective Services referrals. Long Term Support Manager Osborn stated most were substantiated.

Practical Cents – A member of the Board asked how the dollar amount is determined for clothing given away. Long Term Support Manager Osborn explained that the cost is based on the value given to sell the item at the store. A tally of all merchandise given away is kept by Practical Cents Manager Manning.

Public Health – Public Health Manager Grosshuesch stated that a donation in the amount of \$800 was received for the Adams County Suicide Prevention Coalition from a family who recently experienced a suicide.

Supervisor Allen requested that item #9 be moved up.

9. Public Health: Presentation on Environmental Health Partnership with Wood County.

Nancy Eggleston, Environmental Health/Communicable Disease Supervisor at Wood County reviewed the environmental health programs that Wood County will be offering to Adams County. Wood County is the full agent for the environmental health partnership and will field complaints immediately and inspect/license restaurants in Adams County beginning July 1, 2017. Eggleston will provide a monthly report to the HHS Board that will be included in board packets moving forward.

Supervisor Allen requested a recess at 5:04pm to accommodate County Clerk Phillippi. Motion by Grabarski/Colburn to recess. Motion carried by UVV. A motion was made at 5:07pm to reconvene by Grabarski/Colburn. Motion carried by UVV.

- 4. Administration: Update on the security system at Health & Human Services.** Director Oleson stated that all HHS divisions have fobs for external doors and to electronically submit timesheets except for Practical Cents. Practical Cents may receive fobs and a new timeclock. Oleson will work with Maintenance Director Hamman to discuss next steps.
- 5. Administration: Update on electronic health record (ECHO) implementation.** Director Oleson stated that scanning has been set up by the MIS Director, McGee and ECHO Saas. The next steps include laying out the folders and creating a new process. Billing is complete through the end of December and we are waiting on payments. Oleson believes the ECHO system will serve us well once all the miscellaneous issues are worked out. PPS is still being developed and is not ready to retest and continues to be manually entered.
- 6. Long Term Support: Family Care Update.** Director Oleson stated that Bob Mitchell is our primary Family Care contact and referred the Board to the press release included in the Board Packet on page 45 which includes who our MCO's are. An expansion kick-off meeting is scheduled for February 23, 2017 in Marshfield. Our start date for Family Care is anticipated to be July 1, 2017 and hopefully more information about the transition will be provided at the February 23rd meeting. The ADRC Resource Specialists will receive option counseling training on February 28, 2017. Options counseling is expected to begin as early as March. Long Term Support Case Managers will work with the 10 individuals on the waiting list.
- 7. Administration: Discuss vacant Physician seat on the HHS Board.** Director Oleson stated that the physician vacancy has been open since Dr. Gannon left. Moundview is committed to identifying a physician and has offered to host our board meeting quarterly over a lunch hour to accommodate a physician's schedule. Supervisor Colburn asked if it is a requirement to have a physician on our board. Oleson stated that as a combined agency it is a state statute and county rule to have a physician on our board. Colburn asked if this could be reviewed. Oleson will look at the language in the county rules and Grosshuesch will look over the state statute and report at the March meeting.
- 8. Administration: Discuss and/or act on possible meeting date changes and locations.** Options were discussed concerning the addition of a physician to adjust meeting dates/times once per quarter to meet at the hospital. No changes will be made until a physician is identified.
- 10. Public Health: Discuss and/or approve Public Health Confidentiality Policy & Procedures.** Director Oleson asked if the Board had any questions about the Confidentiality Policy and Procedures. Board Member Johnson-Schuh asked if the public ever asked for email. Public Health Manager Grosshuesch stated that a formal FOIA form must be filled out and submitted to Corporation Counsel. Any document that must be provided has private

information redacted. A motion was made by Grabarski/Colburn to approve the Public Health Confidentiality Policy & Procedures. Motion carried by UVV.

Supervisor Allen requested that both resolutions, items 11 & 12, be combined into one motion.

11 & 12. Public Health: Discuss and/or approve out-of-state travel and accommodations resolution for Lee Bartnik to Atlanta, GA to attend the National Association of City and County Health Officials (NACCHO) Preparedness Summit from April 24, 2017 to April 28, 2017 and out-of-state travel and accommodations resolution for Lee Bartnik to San Diego, CA from March 26, 2017 to March 31, 2017 to participate in the National Associate of City and County Health Officials (NACCHO) Roadmap to Ready Program for first time preparedness coordinators. A motion was made by Grabarski/Colburn to approve both of the out-of-state travel and accommodations resolutions for Lee Bartnik to Atlanta, GA to attend the National Association of City and County Health Officials (NACCHO) Preparedness Summit from April 24, 2017 to April 28, 2017 and for Lee Bartnik to San Diego, CA from March 26, 2017 to March 31, 2017 to participate in the National Association of City and County Health Officials (NACCHO) Roadmap to Ready Program for first time preparedness coordinators. Motion carried by UVV.

13. Next Regular Meeting Date – Monday, March 13, 2017 @ 4:00 p.m.

14. Adjournment: Motion to adjourn at 5:27p.m. by Grabarski/Colburn. Motion carried by UVV.

These minutes have been approved by the committee.

Minutes respectfully submitted by Ruth Horndasch.



Jack Allen – Chair



Ruth Horndasch – Recording Secretary

JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Training Specialist – Thrift Store
STATUS: Non-exempt
SCHEDULE: Work Schedule may vary
DEPARTMENT: Health & Human Services
SUPERVISOR: Practical Cents Thrift Store Manager

GENERAL DESCRIPTION

Under general supervision, the Training Specialist provides vocational services to individuals with developmental (or other) disabilities. The Training Specialist assists program participants in learning the skills required to maximize their productivity as well as those behaviors that will prepare them for other employment, in paid or volunteer settings. In addition, the Training Specialist assists the client in learning those skills required to develop or increase independence and self-determination, as well as to modify and ameliorate those behaviors, which prevent full personal development and integration into the community. The Training Specialist implements those activities described in clients' case plans. The Training Specialist participates in the development and implementation of Individualized Program Plans, including assisting assigned individuals in accessing (and transporting to) community services, jobs, programs, and events, and integrating them individually or in small groups into the fabric of community life.

JOB DUTIES

1. Responsible for the supervision of clients engaged in production (or other vocational activity) within the framework of sheltered, supported, and/or competitive employment settings. Train and supervise clients in jobs and tasks available through the Employment Services section of the Long Term Support Services Division.
2. As directed, works with Case Manager/DVR in developing community-based jobs for targeted clients. May work with community businesses, coordinating the volunteer services of clients in occupations or organizations of interest to them.
3. Responsible for teaching supported employees all aspects of the specific job, which they have procured.
4. Develop and engage client support network in appropriate training, support and supervision roles to assist the supported employee.
5. Manage workload and production schedules in order to meet customer deadlines. Responsible for the satisfaction of customers. Perform (and/or teach clients to perform) quality control, assurance, and enhancement functions relative to the goods produced or the services delivered.
6. Teach clients behaviors required to maintain employment (attendance, proper dress, ability to follow directions, task completion, problem solving, and interpersonal relationships) with the minimum amount of support in other settings, work to modify client behaviors, which interfere with productivity or employability.
7. Responsible for maintaining a safe working environment, with requisite attention to health and safety issues and to teaching assigned clients safety considerations.
8. Responsible for working with clients in the Thrift Store during regularly scheduled hours when no community-based clients require job coaching. Provides general store services which includes: waiting on customers, stocking shelves, operating cash register, sorting and pricing merchandise, receiving donations, etc.
9. Responsible for client payroll, including setting piecework and sub-minimum hourly wage rates, in compliance with Federal Wage and Hour laws, including rating clients' performance in hourly tasks every six months.
10. Responsible for the delivery of services as identified in the clients' Individualized Service Plans, serving as a resource for others involved (e.g. Case Managers, other staff members, community based professionals, external agencies, families, and other interested parties, etc.).
11. Assist Case Manager in conducting initial and periodic assessments of clients' adaptive behaviors and preferences, in order to identify strengths, needs, and wishes to aid in the development of Individualized Service Plans.
12. Participate in semi-annual program plan review (and other) staffing to review client progress and revise plans as indicated.
13. Consult with other professional staff (e.g. Case Managers, MCO, Long Term Support Services Manager, Registered Nurse, etc) in implementing day-to-day decisions made with or on behalf of clients.

14. Responsible for related documentation, including writing progress notes as indicated, correspondence, obtaining informed consent for release of information, etc. Responsible for collection of specific data as outlined in clients' Individualized Program Plans.
15. Coordinate transportation arrangements for clients to and from jobs, community event or locations.
16. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination. Responsible for identifying problems and barriers and recommending solutions. Responsible for contributing to a productive and cooperative work environment.
17. Performs other duties and responsibilities as assigned by the Director, Long Term Support Services Manager or Practical Cents Thrift Store Manager.
18. The Health & Human Services Department's staff operates as a cooperative unit; therefore you might be asked to do something other than your regular duties by the department management staff for the efficiency of the department. For example, you may be asked to provide support for the agency in the absence of other staff, or in the event of an emergency or crisis, etc. or you may be asked to perform other on-going duties appropriate to your job classification as assigned by your supervisor or the Director

PERSONAL ATTRIBUTES

1. Responsible for the strict maintenance of client confidentiality. Assures that records that contain client names or other personal information are not visible to the public during office hours and are stored securely during non-office hours. Does not discuss client cases or other confidential agency information with anyone (staff or collaterals) at any time, unless there is a demonstrable need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or other confidential agency information with members of the general public, including members of his/her family. Adheres to Code of Conduct in maintaining privacy and confidentiality.
2. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination on a systemic or individual client basis. Responsible for identifying problems and barriers and for recommending appropriate solutions. Responsible for contributing to a productive, harmonious, and cooperative work environment.

REQUIRED QUALIFICATIONS


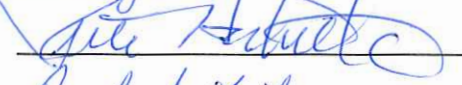
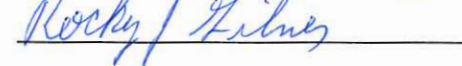
1. Requires the skills and mental development equivalent to a high school diploma.
2. One year of experience working specified target group (e.g. disabled, mental illness, etc).
3. Requires a valid Wisconsin driver's license, a good driving record, and knowledge of safe and defensive driving techniques.
4. Requires the patience to work with individuals with cognitive and physical disabilities and a variety of interfering behaviors.
5. Requires the ability to establish and maintain excellent relationships with potential and participating employers.
6. Requires the willingness and ability to learn diverse jobs worked by supported employees, including related work rules, policies and procedures, as well as adjunctive behaviors required by employers.
7. Requires the analytical ability to break down a job into constituent components and the capacity to teach work skill and behaviors to individual with disabilities.
8. Requires the flexibility to work a varied schedule, depending upon the work schedule(s) of program participants.
9. Requires knowledge of community-based resources, services, and events as well as willingness to assist individuals in achieving full community participation. Requires the ability to plan and conduct skill acquisition and social groups in community-based settings.
10. Requires the ability to obtain and retain certification in Cardiopulmonary Resuscitation, First Aid, and the use of a defibrillator.
11. Requires excellent interpersonal skills, and problem-solving and organizational abilities, as well as the ability to support the work of clinicians and other professionals. Requires a solution-oriented approach and the ability to generate creative helpful solutions to problems. Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects in a timely manner, and works cooperatively with others.

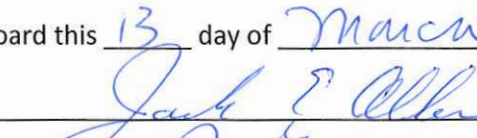

12. Requires the ability to work with minimal supervision in a fast-paced and stressful environment focusing on client treatment and habilitation. Requires the ability to maintain the confidentiality of client, staff, and agency information.
13. Requires the ability to work independently and demonstrate sound time management skills.
14. Requires the ability to understand and carry out written and oral instructions, complete projects in a timely manner, and works cooperatively with others, and to communicate effectively with the public, even under pressure working in emotionally-charged situations.
15. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health Services.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Work indoors in controlled environment. Outdoors part of the time and to withstand at times severe environmental factors.
2. Must be able to visually monitor up to 20 clients (including whereabouts, quality of production, and behaviors, etc.).
3. Activities include frequent verbal and written communication, utilizing multi-line telephone systems and computer applications.
4. Must have good hand-eye coordination.
5. Ability to perform moderately active work consisting of a combination of walking, standing, bending, stooping, lifting, transferring and carrying. (Moderately heavy loads, up to 50 pounds).
6. Ability to operate a variety of office equipment such as computer terminal, facsimile machine, calculator/adding machine, computer printer, photocopier, and cash register.
7. Must be able to meet deadlines and to maintain a balanced workload. Must be able to tolerate the stresses associated with deadlines, internal and external customer service, and quality enhancement.
8. Exposure to blood borne pathogens is considered low.

Approved by the Health & Human Services Board this 13 day of March, 2017.

Approved by the Executive Committee this _____ day of _____, _____.